

# Using the *Cute* Rich-Text Editor

This document is designed to provide users with a basic introduction to using the Cute rich-text editor to format text, create and modify tables, and to place charts and graphs into IEPWriter.

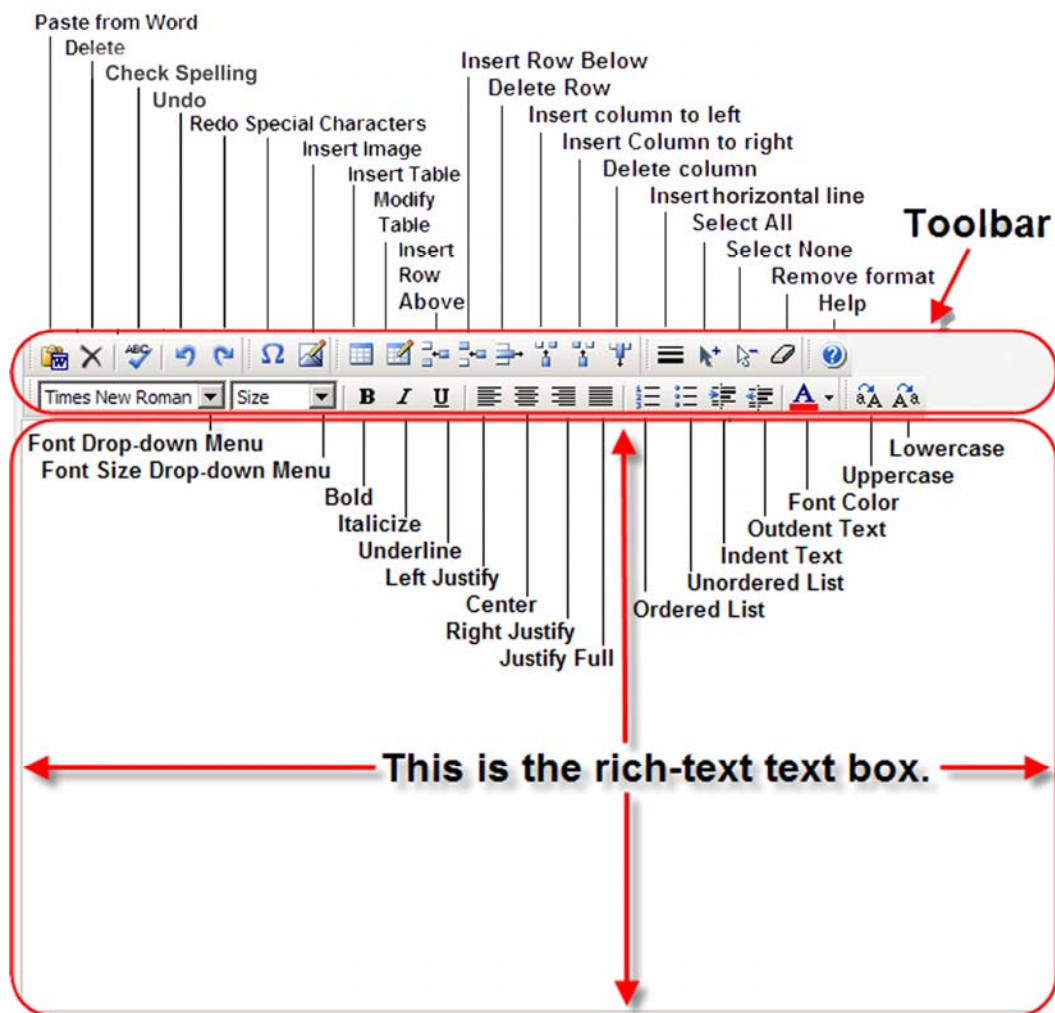


Figure 1: Cute rich-text editor toolbar and text box

# Formatting Text

There are two methods to format text:

- Format the text after entering all desired text in the textbox (preferred method),

**Tip:** After you have entered all desired text in the text box, select all of the text, then select *Erase Formatting*. This will remove any existing formatting, at which point you can select your desired font type, size etc. to affect all text within the textbox.

- Select a formatting type (such as bold or italics) before or as you enter text in the textbox. In this case, the formatting you selected will be retained until you press the *Enter* key. At that point, any new text you enter will default back to “normal” type.

## Note for Internet Explorer users

All unformatted text will print in the font *Courier New*, even though the default font is *Times New Roman*.

## Tips for Creating Text in Microsoft Word

- If multiple users will paste text into IEPWriter's textboxes for a student, they should use the same font when entering text in Word.
- When pasting text from Word into an IEPWriter textbox, click the *Paste from Word* button. This removes much of Word's extraneous formatting.

## Tips for Creating Tables in Microsoft Word

**Note:** For best results, it is recommended that you create tables directly in IEPWriter rather than copy them from Microsoft Word and paste them into IEPWriter.

To ensure a table displays and prints properly when copied from Word and pasted into an IEPWriter textbox, do the following in Word:

- Ensure that the table is no wider than roughly 2/3 of the page.
- Do not include rows that span multiple columns.

## Tip on Copying and Pasting Text *within* IEPWriter

- Do not copy text in IEPWriter unless it is within a textbox. If you do, it will not paste properly.
- When copying text from the Audit Tracking area to be pasted into a textbox (you get to the Audit Tracking area by clicking the magnifying glass icon), be sure to copy *only the text* within the cell. If you inadvertently copy the lines around the table, the lines will also be pasted into the textbox.

# Creating Tables in IEPWriter

## Using Firefox 2.0 and 3.0

### To create a table:

1. Navigate to the desired text box and click the *Table* icon on the Cute rich-text editor toolbar.
2. The *Insert Table* dialog box displays. Select your preferences.

**Note:** The default options will create a table with two columns and two rows.

3. Click *OK*.

### To add text to a table:

Place the cursor in a cell and begin typing.

**Note:** The table will automatically adjust to fit the text in each cell as you type.

### To move from cell to cell, do any of the following:

- Press *Tab* to move forward in cells.  
or
- Use the arrow keys to move in multiple directions from cell to cell.  
or
- Click in the desired cell.

### To resize a table:

1. Click on the table to display sizing handles around its perimeter.
2. Place the cursor over a sizing handle, then click and drag to the desired size.

### To modify a table:

1. Click on the border of the table you want to modify.
2. Click the *Modify Table* icon on the Cute rich-text editor toolbar.
3. The *Insert Table* dialog box displays. Select your new preferences.
4. Click *OK*.

### To add columns to a table:

#### Using the toolbar

1. Click the desired cell within the table.
2. Click either the *Insert Column to the Left* icon or the *Insert Column to the Right* icon on the Cute rich-text editor toolbar.

#### Using the mouse:

1. Click in a cell.
2. Horizontal and vertical arrow markers display in the cell's outline.
  - Click the left arrow to add a column to the left of the current column.
  - Click the right arrow to add a column to the right of the current column.

### To change the outline of a table:

When adding a row or column by pressing *Tab* or clicking an add column/add row arrow, it has a solid outline. To give it a dashed line:

1. Click the *Modify Table* icon on the Cute rich-text editor toolbar.
2. The *Insert Table* dialog box displays. Click *OK*.

**To add rows to a table:**

*Using the toolbar:*

1. Click the desired cell within the table.
2. Click either the *Insert Row Above* icon or the *Insert Row Below* icon on the Cute rich-text editor toolbar.

*Using the keyboard:*

Place the cursor in the last cell of the bottom row and press Tab.

*Using the mouse:*

1. Click in a cell.
2. Horizontal and vertical arrow markers display in the cell's outline.
  - Click the up arrow to add a row above the current row.
  - Click the down arrow to add a row below the current row.

**To delete a column:**

*Using the mouse:*

Click the X between the horizontal arrows.

*Using the toolbar:*

1. Click in a cell located in the column you want to delete (the cursor must be placed in a cell with text).
2. Click the *Delete Columns* icon on the Cute rich-text editor toolbar.

**To delete a row:**

*Using the mouse:*

Click the X between the vertical arrows.

*Using the toolbar:*

1. Click in a cell located in the row you want to delete.
2. Click the *Delete Rows* icon on the Cute rich-text editor toolbar.

**To delete a table:**

Click each X between the horizontal or vertical arrows until the table is gone.

## Using Internet Explorer 6.0 or 7.0

**To create a table:**

1. Navigate to the desired text box and click the *Insert Table* icon on the Cute rich-text editor toolbar.
2. A drop-down menu displays. Select the number of rows and columns you want your table to have.

<b>Note:</b> The default options will create a table with two columns and two rows. You may select up to 6 columns and 4 rows.
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3. Click *OK*.

**To add text to a table:**

Place the cursor in a cell and begin typing.

**Note:** The table will automatically adjust to fit the text in each cell as you type.

**To move from cell to cell, do one of the following:**

- Use the arrow keys to move in multiple directions from cell to cell.  
or
- Click in each cell.

**To resize a table:**

1. Click on the perimeter of the table to display its sizing handles.
2. Place the cursor over a sizing handle, then click and drag to the desired size.

**To modify a table:**

1. Double-click the border of the table you want to modify.
2. The *Table Properties* dialog box displays with three tabs in the upper-left corner to help you select your preferences. (In version 6.0, the *Table Properties* dialog box displays, but without the three tabs. Select your preferences, and skip to step 3).
  - The *Table Wizard* tab displays general table properties. For instructions on how to add, delete or modify rows and columns, see below.
  - The *Table* tab allows you to select border and background settings as well as other advanced options. (for specific instructions on how to change border options, see below)
  - The *Common* tab allows you to select more advanced options.
3. When finished selecting your preferences, click *OK*.

**To add columns to a table:**

1. Click the desired cell within the table.
2. Click either the *Insert Column to the Left* icon or the *Insert Column to the Right* icon on the Cute rich-text editor toolbar.

**To add rows to a table:**

1. Click the desired cell within the table.
2. Click either the *Insert Row Above* icon or the *Insert Row Below* icon on the Cute rich-text editor toolbar.

**To delete a column:**

1. Place the cursor in a cell located in the column you want to delete.
2. Click the *Delete Columns* icon on the Cute rich-text editor toolbar.

**To delete a row:**

1. Place the cursor in a cell located in the row you want to delete.
2. Click the *Delete Rows* icon on the Cute rich-text editor toolbar.

**To delete a table:**

1. Click on the perimeter of the table to display sizing handles.
2. Press *Delete* or right-click and select *Delete*.

**To add a border to your table:**

1. Double-click the border of the table you want to modify.
2. The *Table Properties* dialog box displays with three tabs in the upper left corner to help you select your preferences. (In version 6.0, the *Table Properties* dialog box displays, but without the three tabs. Select your preferences, and skip to step 5).
3. Click on the *Table* tab to bring up the table properties menu.
4. In the *Border* box change the numeric value from 0 to 1.

5. Click **OK**.

**Note:** When changing the border setting on a table, the border will NOT be displayed on your computer screen. The changes will take effect when printing the document.

## Using Safari 1.3, 2, or 3

### To create a table:

1. Navigate to the desired text box and click within it.
2. Click the *Table* icon on the Cute rich-text editor toolbar.
3. The *Insert Table* dialog box displays. Select your preferences.

**Note:** The default options will create a table with one column and one row. You may select up to 15 columns and 15 rows.

4. Click **OK**.

### To add text to a table:

Place the cursor in a cell and begin typing.

**Note:** The table will automatically adjust to fit the text in each cell as you type.

### To move from cell to cell:

- Place the cursor in the cell and use the down arrow key to move forward; use the up arrow key to move backward, or
- Click in the desired cell.

### To delete a row:

1. Highlight all the cells within a row.
2. Press the Backward Delete key and the text within the table clears.

### To delete a table:

1. Highlight all the cells within the table.
2. Press the Backward Delete key.

## Additional notes about creating tables in Safari 2.0

- Tables cannot be resized or modified.
- You cannot add columns or rows once a table is created.
- You cannot delete columns.

## Tips on Tables in IEPWriter

- Designate the number of columns and rows for the table before entering data.

### **Note for Internet Explorer users:**

To ensure the lines from a table display on IEPWriter screens, double-click on an intersection within the table in the textbox. A dialog box displays; enter the number "1" in the Border field.

# Placing a chart or graph into IEPWriter using Cute

Charts and graphs cannot be copied and pasted into text boxes when using Cute. Instead, they must be uploaded into IEPWriter.

These instructions are for users of Windows-based computers, as they come with image-editing software called Paint. If you do not have Paint, you can use third-party image-editing software; save the image file as a .jpg or .jpeg before uploading the file in IEPWriter. At this time, Macintosh computers do not have a default image editor. You may, however, use a screen-capture technique to copy an image onto your screen and convert it to an appropriate file format, as outlined here:

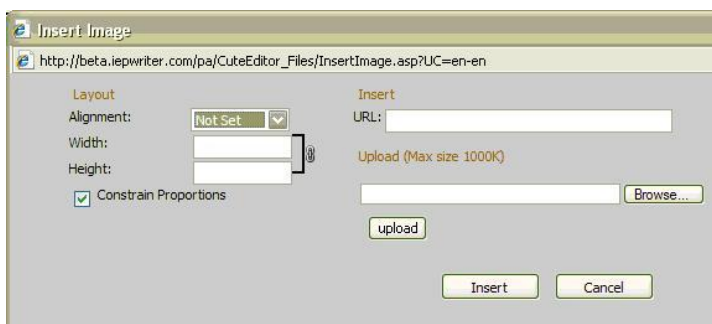
**Note:** If you are using a Windows-based computer, skip to the next section, **To copy your chart or graph into IEPWriter using Paint.**

## Graphic conversion for images on a Macintosh computer

1. Open the item you want to save as a jpeg.
2. Click Hard Drive→ Applications→ Utilities→ Grab→ minimize.
3. Click Capture→ Selection. Drag over the item you want to capture.
4. Go to File→ Save as.
5. Save the file as a .tiff.
6. Open the .tiff file and click File→ Save as, and change the format from .tiff to .jpeg. Click Save.
7. Bring the file into IEPWriter by clicking on Insert Image→ Browse→ [find .jpeg file] → Upload→ Insert.

## To copy your chart or graph into IEPWriter using Paint:

1. Copy the image.
2. Click the Windows Start Menu.
3. Click *All Programs→ Accessories→ Paint.*
4. Click *Edit→ Paste* to paste the image into the Paint window.
5. Click *File→ Save As.*
6. Navigate to the desired folder to save the file.
7. Type a file name (the file name must contain no spaces or special characters) and select JPEG as the file type.
8. Click Save.
9. In IEPWriter, navigate to the text box where you want to insert the chart or graph. On the Cute rich-text editor toolbar, click the *Insert Image* icon.
10. The *Insert Image* dialog box displays (Figure 2). Under the *Upload* heading, click *Browse...* and search for the saved image file.



**Figure 2:** *Insert Image* dialog box

11. Click the name of the file.
12. Click *Open*.
13. Click *upload*.
14. When the message *(name of image) uploaded successfully!* displays, click *Insert*.
15. The image displays in the text box.

**To resize the image in IEPWriter**

1. Click the image in the text box to display the sizing handles around its perimeter.
2. Place the cursor over a sizing handle then click and drag to the desired size.